



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.lacounty.gov>

DAVID E. JANSSEN
Chief Administrative Officer

December 27, 2006

To: Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Don Knabe
Michael D. Antonovich

From: David E. Janssen 
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

**EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS MANAGEMENT
APPOINTMENT EXCEEDING TEN PERCENT INCREASE**

Consistent with the August 4, 1998 Board-approved policy on managerial salaries, we have reviewed and recommend Board approval of the attached Executive Office of the Board of Supervisors' request to appoint Ms. Kimberly Foster to the position of Executive Assistant, Commission for Children and Families (EACCFS) with a salary of \$6,583.92 monthly and/or \$79,007.04 annually. The requested salary would place Ms. Foster at the threshold of the first quartile of Range 10 and would provide for a 17.0 percent increase over the current base salary of \$5,629.55 monthly and/or \$71,154.60 annually.

Ms. Foster will fill a vacant, budgeted EACCFS position. She will manage the Los Angeles County Commission for Children and Families and be responsible for assigning, directing, and evaluating the work of Commission staff and those who provide support services to the Commission. In addition, responsibilities include representing the Commission in various meetings, forums and committees, as well as serving as the Commission's liaison and maintaining effective relationships with the offices of the Board of Supervisors, County departments, and community agencies.

Ms. Foster has a Master of Social Work with a concentration in Community Organization, Planning and Administration from the University of Southern California. She has approximately 16 years of experience working for Los Angeles County, eight of which with the Department of Children and Family Services, providing case management services to children and their families. She is currently a Mental Health Services Coordinator II in the Department of Mental Health.

Each Supervisor
December 27, 2006
Page 2

Based upon the information provided by the Department, we recommend that the Department's request be approved. In accordance with the policy on managerial salaries, please advise this office if you would like this request placed on an upcoming agenda for Board action. Unless otherwise instructed by January 11, 2007 we will authorize the Department to proceed with this appointment.

Please contact me, or your staff may contact David Wei of my staff at (213) 893-2534 if you require additional information.

Attachment

DEJ:DL:SK
DD:DW:kd

c: Executive Officer, Board of Supervisors

Kimberly Foster.bm.doc



SACHI A. HAMAI
EXECUTIVE OFFICER

COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 383
LOS ANGELES, CALIFORNIA 90012
(213) 974-1411 • FAX (213) 620-0636

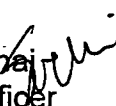
MEMBERS OF THE BOARD

GLORIA MOLINA
YVONNE B. BURKE
ZEV YAROSLAVSKY
DON KNABE

MICHAEL D. ANTONOVICH

December 19, 2006

TO: David E. Janssen
Chief Administrative Officer

FROM: Sachi A. Hamai 
Executive Officer

SUBJECT: REQUEST TO FILL – EXECUTIVE ASSISTANT, CFS

This is to request approval to promote Kimberly Foster, currently a Mental Health Services Coordinator II (Item No. 8149A) in the Department of Mental Health, to the position of Executive Assistant, Commission for Children and Family Services (Item No. 9104A). In addition, we are requesting approval to provide Ms. Foster with a 17% salary adjustment, increasing her monthly salary from \$5629.55 to \$6583.92, which is the minimum salary level for Range 10. Ms. Foster is currently reachable on the eligible register.

Ms. Foster is well qualified for this position based on her experience and education level. Specifically, Ms. Foster has a Masters of Social Work with a concentration in Community Organization, Planning and Administration from the University of Southern California. In addition, she has approximately 16 years of experience working for Los Angeles County, eight of which was with the Department of Children and Family Services providing case management services to children and their families.

ESSENTIAL JOB FUNCTIONS:

The Executive Assistant, Commission for Children and Family Services (EACCFS) provides specialized executive staff support and manages the operations of the Los Angeles County Commission for Children and Families. Specifically, this position is responsible for assigning, directing, and evaluating the work of Commission staff and those who provide support services to the Commission, representing the Commission in various meetings, forums and committees, as well as serving as the Commission's liaison and maintaining effective relationships with the offices of the Board of Supervisors, County departments, community agencies or organizations, and other governmental agencies.

David E. Janssen
December 19, 2006
Page 2

IMPACT IF AUTHORIZATION IS DENIED:

The Commission for Children and Family Services currently does not have a permanent Executive Assistant that can provide the vital support that the Commission needs. The Executive Assistant is instrumental in ensuring the furtherance of Commission goals and objectives to fulfill its mandates; reviewing proposed legislation related to child welfare and identifying relevant issues for the Commission's consideration.

FISCAL IMPACT:

The expenditure for this item will be financed out of the Board of Supervisors Executive Office's budget allocation. The Executive Office has an allocated, vacant, funded, EACCFS position.

If you have any questions or need additional information, please call me at (213) 974-1401 or your staff may call Ernie Gomez at (213) 974-1421.

Thank you for your assistance in this matter.

SAH:eg

c: David E. Wei ✓
Don Ashton
Ernie Gomez

S:\CAO Letters\ExecAsstCFS.doc

Kimberly Ann Foster

(310) 902-3393 or (310) 523-9884

EDUCATION

1990 TO 1992

University of Southern California
School of Social Work

Degree: Masters of Social Work, Concentration in
Community Organization, Planning and Administration;
Sub-concentration in Aging

1978 to 1983

California State University Long Beach
Bachelors of Arts Black Studies,
Minor in Criminal Justice

WORK EXPERIENCE

5/2001 to Present

Los Angeles County Department of Mental Health

Responsibilities

Provide direct and indirect case management services to children, adults, and older adults receiving services through Los Angeles County Department of Mental Health. Coordinating Children's System of Care/WRAP Around Interagency/Interdisciplinary Program, and Hospital Liaison for Children/Adult Inpatient Linkage Services. Assess the mental health needs of children, adults and older adults. Coordinate basic and specialized Mental Health Services programs/projects and provide case consultation to agencies for children, adults, and older adults in protective services. Provide targeted case management services to children, adults, transitional aged youth, older adults and families receiving via Los County Mental Health. Utilize and track medi-cal administrative activity using MAA.

Assist clients/families to problem solve, provide education and consultation regarding mental illness and mental health resources. Prepare reports, attending meetings, and collaborate with public and private entities. Assess the needs of families, and linking them to appropriate health, mental health and community services. Identifying barriers to obtaining services, and assist clients/families to navigate the mental health system. Attend and conduct training for public and private mental health and non-mental agencies. Educate clients/families/community on mental health services, and assist with accessing mental health services; conduct community forums and presentation on mental health services. Utilize federal, state, and county regulations, policy, and procedures to ensure compliance. Organize and facilitate meetings with public/private agencies regarding Children and Adult System of Care, and other mental health program. Supervise staff, consult on cases, and provide technical

support to mental health and non-mental health providers. Conduct administrative and program reviews by review staff/personnel files and client/clinical files to ensure compliance with federal, state and county guidelines; and no duplication of billing. Prepare written reports and make presentations on Mental Health Service to public, private, and community agencies. Assist Geographic administration with developing procedural guidelines, contract/program monitoring, assist in program certification/program review, and advising executive/leader office of Los Angeles County Department of Mental Health on policy issues/resolution of policy issues and problems/concerns as they arise. Assist in developing outcome measures. Investigate and resolve client complaints, make recommendations regarding corrective actions. Serve as Geographic liaison for School Based Mental Health, In-Patient Hospital Linkages/Case Management, National Alliance for the Mentally Ill, and Clergy/Faith-Based Community.

8/2000 to 4/2001

Los Angeles County Superior Court

Responsibilities

Evaluate, and interviews families. Collect, review and analyze data, and prepare detailed and accurate reports. Assist in problem and conflict resolution, and provide expert testimony in court. Assess the needs of children and families for health, mental health and health and educational services. Provide linkage, education, and consultation for services as needed. Identify barriers to obtaining needed services. Prepare written reports and make presentations on community/social service to public, private, and community agencies. Work cooperatively with public/private agencies. ensuring compliance with county, state, and federal guidelines/regulations.

5/1992 to 8/2000

Los Angeles County Department of Children and Family Services

Responsibilities Provide direct and indirect case management services to children and their families services through Los Angeles County Department of Children and Family Services. Monitor the safety, health and development of children/youth who are dependents of the court by ensuring compliance with county, state, and federal guidelines/regulations; and ensure compliance with contract. Assess the needs of families, and linking them to appropriate health, mental health and community services. Identifying barriers to obtaining services, and assist clients/families to navigate the social services/community services/health and mental health system. Attend and conduct training for public and private mental health and non-mental agencies. Educate clients/families/community on mental health services, and assist with accessing mental health services; conduct community forums and presentation

on mental health services. Investigate and resolve complaints, and consult with county and state representative as needed. Facilitate case conferences/case reviews, and provide consultation to agencies providing placement and mental service to children and families. Collaborate with inter-agency and intra-agency staff by providing training; and assistance in identifying/accessing human, fiscal and mental health resources available to children and families. Conduct intakes, and provide individual, group, and family therapy to families and children affected by child sexual abuse, and mental illness/emotional disturbances. Provide resources, informal counseling, parent education to children and families regarding health, mental health, and school resources, and Assist parents/caregiver in developing behavior plans for children. Assess and identify the mental health needs of children. Monitor compliance of fosterhomes and grouphomes with federal, state, and county guidelines; conduct chart audits for compliance. Train and supervise staff. Assist in the development of procedures, and policies. Ensure compliance federal, state, and county guidelines. Investigate and resolve conflict. Assist clients/families to problem solve, provide education and consultation regarding mental illness and mental health resources. Prepare reports, attending meetings, and collaborate with public and private entities. Assess the needs of families, and linking them to appropriate health, mental health and community services. Identifying barriers to obtaining services, and assist clients/families to navigate the mental health system. Attend and conduct training for public and private mental health and non-mental agencies. Educate clients/families/community on mental health services, and assist with accessing mental health services; conduct community forums and presentation on mental health services. Utilize federal, state, and county regulations, policy, and procedures to ensure compliance. Organize and facilitate meetings with public/private agencies regarding Children and Adult System of Care, and other mental health program. Supervise staff, consult on cases, and provide technical support to mental health and non-mental health providers. Conduct administrative and program reviews by review staff/personnel files and client/clinical files to ensure compliance with federal, state and county guidelines. Prepare written reports and make presentations on Mental Health Service to public, private, and community agencies. Develop procedural guidelines, sub-contract/program monitoring, and advise board of directors policy/guideline issues/resolution of policy issues and problems/concerns as they arise. Assist in developing outcome measures. Investigate and resolve client complaints, make recommendations regarding corrective actions.

1/1990 to 12/2000

Little Angels Group Home

Responsibilities

Provide direct and indirect case management services to children and their families services through Los Angeles County Department of Children and Family Services and the Los Angeles County Department of Probation. Provide onsite supervision to children/youth in grouphome. Direct and monitor work assignments of staff. Supervise staff, prepare work schedule, review charts, provide case management. Monitor/insure staff compliance with federal, state, and county guidelines. Investigate and resolve client/staff complaints. Assist in budget preparation, and staff evaluations. Provide case management and counseling to children, youth, and families. Educate clients on additional community mental health resources available., and provide consultation of education , mental health, and health resources. Conduct administrative and program reviews by review staff/personnel files and client/clinical files to ensure compliance with federal, state and county guidelines. Assist in the development of agency guidelines, procedures, and policies. Provide training to staff regarding mental health needs, state reporting requirement, and documentation. Perform audits, and develop goals/outcomes. Ensure compliance federal, state, and county guidelines/contractual agreements. Investigate and resolve conflict.